Part-time Position Title | Communications Student Assistant
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**Job Description**

**General Statement of Duties**

The Communications Student Assistant will be responsible for a variety of marketing-related duties that assist the Communications Coordinator in developing marketing strategies for department programs and facilities through social media, representing Rec Sports at on- and off-campus events and assisting with photography.

**Typical Responsibilities**

- Assist with the overall presence of Rec Sports on various social media platforms, including, but not limited to, Facebook, Twitter, SnapChat, Pinterest, Instagram, Blogging, YouTube, etc.
- Post informational and promotional content on all Rec Sports social media sites
- Coordinate cross-promotional efforts between the social media sites of various areas within the department
- Keep up with the latest trends in the fast-moving/changing social media environment
- Represent Texas A&M Rec Sports at resource tables and other on/off-campus events, including New Student Conferences, MSC Open House, Aggieland Market, Fish Camp, etc.
- Assist with photography for all requested areas of the Department of Recreational Sports including, but not limited to, Intramural Sports, Facilities, Strength & Conditioning, Fitness, Aquatics, Sport Clubs, etc.
- Other duties as required

**Experience and Abilities**

- Proficiency using the Internet, smart phones, and various smart-phone apps
- Knowledge and experience using a variety of social media platforms (Facebook, Twitter, Instagram and SnapChat are required)
- Experience using an SLR camera and/or willingness to learn
- Knowledge of the Texas A&M University campus
- Excellent communication and public relations skills; ability to represent the department professionally in public is a must
- Thorough knowledge of all areas within Rec Sports and their current offerings/schedules
- Must be a currently enrolled student

**Training**

- Complete training provided by Rec Sports Communications Coordinator. No certifications are required for this position.

**Environmental Conditions**

- Communications Specialist will generally work indoors within the Student Recreation Center. Some outdoor events will be required.

**Pay Scale**

In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Communications Assistant will be paid a beginning rate of $8.35/hour (Pay Scale “B”) and will be eligible for merit increases after four months of service, contingent on exemplary performance.

**Learning Outcomes**

1) Students will demonstrate proficiency in their use of various social media platforms through posting approved content in a timely manner on all Rec Sports outlets.
2) While representing the department students will demonstrate friendly and responsive service, provide correct information, and articulate thoughts clearly and effectively.
3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.

How to Apply

To apply, please submit:

- A printed copy of the part-time employee job application to the Department of Recreational Sports. Applications will need to be turned into the Student Rec Center Receptionists Office in room 202 by 12:00pm on Friday, November 21, 2019. Interviews will likely take place December 2-5.
- Resume (preferred)
- Spring 2020 class schedule. If you will be working another job, please attach a copy of that work schedule, as well.

Contact Information

For more information, contact Kelly VonDrehle, Communications Manager, at kvondrehle@rec.tamu.edu.